

# ELEMENTS OF A GOOD PROJECT

Every community seeking funding assistance for a project should believe that they have an idea worthy of grant funds. However, there are some key characteristics of well-planned and developed projects that will go a long way to assuring a successful grant application.

1. Establish a project planning group or committee.
2. Identify and prioritize your community's forestry needs.
3. Decide on a specific project to achieve the highest priority need.
4. Develop a detailed project plan. (Include: what will be done; how it will be done; and who will do it.)
5. For planting projects, the plan should include:
  - ◆ A planting design plan drawn to scale
  - ◆ A list of plant materials
  - ◆ A detailed 3-year maintenance plan
6. Develop a project timeline
7. Develop a realistic budget
8. Build local support for the project—encouraging volunteer interest and commitment early on in the process.
9. Prepare and submit the grant application
10. When the grant is awarded, carry out the plan and timeline
  - ◆ Define the tasks that must be achieved to complete the project
  - ◆ Raise the necessary resources (cash, donated materials, etc.)
  - ◆ Recruit volunteers
  - ◆ Assign tasks
  - ◆ Schedule and accomplish tasks
  - ◆ Acknowledge volunteers and other supporters
  - ◆ Evaluate process and results
  - ◆ Before making any changes to the project, discuss with IDL

## ***FOR MORE INFORMATION CONTACT:***

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